



Application Submittal Checklist for a
BASIC USE PERMIT (BUP)
Planning & Building Department
Planning Division

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APPLICABILITY. This checklist should be used when submitting an application for a Basic Use Permit.

When is a Basic Use Permit required?

Section 6.1.1 of the LDRs contains the Use Schedule for all zones. Allowed uses that require a Basic Use Permit are denoted with a "B." You can also determine whether a Basic Use Permit is required by referencing Subsection C of the applicable zone.

Do I need a Pre-Application Conference first?

A Pre-Application Conference is not required prior to submittal, but an applicant may request a pre-application meeting to discuss the requirements and applicable regulations with Planning Staff. This is encouraged for applicants who are unfamiliar with the regulations and the planning process. If a Pre-Application Conference is held, this checklist may be modified by staff to reflect the specifics of your project.

FINDINGS FOR APPROVAL. The application shall include a narrative statement addressing each of the applicable Findings for Approval, found in Section 8.4.1, Basic Use Permit.

- 1. Complies with the use specific standards of Division 6.1: Allowed Uses and the zone; and
2. Complies with all other relevant standards of these LDRs and all other Town Ordinances; and
3. Is in substantial conformance with all standards or conditions of any prior applicable permits or approvals.

GENERAL INFORMATION.

- Narrative description of the use. Briefly describe the proposed use for which you are seeking a permit. Include the proposed location of the use and whether any new physical development is required.
Proposed Development Program. Please use the attached template, established in the Administrative Manual.
Site Plan. Please see the attached list of minimum standards for a site plan, established in the Administrative Manual.
Floor Plans. Include floor plans for any existing buildings that will be occupied by the proposed use. If any changes to the buildings are proposed, indicate those on the plans.

APPLICABLE LDR STANDARDS. At a minimum, the applicant is responsible for demonstrating compliance with the standards listed below. Depending on the nature and location of the use proposed, the applicant may also need to demonstrate compliance with standards found in Article 5, Physical Development Standards Applicable in All Zones and Article 7, Development Option and Subdivision Standards Applicable in All Zones, particularly if a use is being established on a previously undeveloped property.

ARTICLES 2 (COMPLETE NEIGHBORHOODS), 3 (RURAL AREA ZONES), and 4 (SPECIAL PURPOSE ZONES). Please provide the following information for the applicable zone. If you need assistance determining which zone applies to the property, please contact the Planning Department.

- Subsection B, Physical Development of the applicable zone
Subsection C, Use Standards of the applicable zone
Subsection D, Development Options of the applicable zone
Subsection E, Zone Specific Standards of the applicable zone, if any specific standards are relevant to the proposed use

OTHER LDR STANDARDS

- Use Specific Standards found in Sections 6.1.3 – 6.1.12 as applicable
Division 6.2, Parking and Loading Standards
Division 6.3, Employee Housing Requirement
Division 6.4, Operational Standards as applicable.
Division 7.6, Transportation Facilities as applicable.
Division 7.7, Required Utilities as applicable.